Sample Needs Assessment	Ideas for Your LEA
Legal Requirement/Expectation Identify all homeless children and youth	**Legal Requirement/Expectation**
Supporting Data in the LEA and in the community. Examples: 1. Hard Data - Number of students receiving free school meals, number of children living in poverty in the community 2. Anecdotal Data - School-based personnel say they suspect more students are homeless than are identified; community agencies don't consistently refer children and families who may qualify for MV services	**Supporting Data in the LEA and in the community**
What does the data tell you? High number of students receiving free school meals and percentage of children living in poverty, but low number of homeless students identified	**What does the data tell you?**
What might cause the gap(s)? Enrollment staff don't have a good understanding of how to identify homeless students; people don't know the warning signs of homelessness; there are few posters in community agencies	**What might cause the gap(s)?**
What's a reasonable goal (or goals)? Increase the identification of homeless students by X% during the 2016-2017 SY	**What's a reasonable goal (or goals)?**
What activities will help you reach the goal? Train all enrollment staff on MV rights & requirements by (date); offer 2 supplemental trainings during the year (could coincide with required meetings); require a student residency form in all student enrollment packets Provide NCHE's *Enrollment Ready Reference* foldout; share registration information for NCHE webinars Provide education rights posters to all local agencies serving homeless students & families; ask social workers, counselors, and other school personnel to deliver posters to community agencies in their schools' attendance zones	**What activities will help you reach the goal?**
How will you know if you've reached your goal? By (date), training sign-in sheets indicate all enrollment staff attended trainings & 2 additional dates are scheduled for the fall & spring Residency forms are included in every student enrollment packet All enrollment staff were provided NCHE's *Enrollment Ready Reference* & webinar registration information Social workers were assigned community agencies and provided posters by the first day of school; they will provide quarterly email documentation of when/where they delivered posters & they know the protocol for acquiring more	**How will you know if you've reached your goal? (What data will you use, who will collect, and when will it be reviewed?)**